

**WILLIAM M. DAVIES, JR. CAREER AND TECHNICAL HIGH SCHOOL**

50 Jenckes Hill Road, Lincoln, RI 02865

Board of Trustees

**Minutes of the Regular Meeting**

April 10, 2017

*Minutes were approved at the May 8, 2017 Board of Trustees meeting.*

**I. Routine**

**A. Call Meeting to Order**

At 8:07 a.m., Mrs. Kyle, Chairperson, called the meeting to order.

**B. Attendance**

Davies' Executive Assistant called the roll of the Board.

Members Present: Harold Burns, 2<sup>nd</sup> Vice-Chairperson; Larry Gemma; Robert Halkyard; Carolyn Kyle, Chairperson; David Marquis; Paul Ouellette, 1<sup>st</sup> Vice-Chairperson; James Segovis, Ph.D.

Members Absent: Raymond Chartier; George Nee; John Quinn

Others Present: Cheryl Carroll; Gerry Manning; Susan Tierney; Susan Paquin; Frank Engels

**C. Approval of Minutes**

*A motion was made to approve the minutes of the March 13, 2017 meeting. Mr. Ouellette made the motion to approve the minutes, Mr. Gemma seconded the motion, and all were in favor except for one abstention.*

**D. Recess to Executive Session Pursuant to R.I.G.L. 42.46-5 (A) (1) and (2) to Discuss Pending Litigation and Personnel Issues**

Recess into Executive Session was deferred until the end of the agenda.

**E. Return to Regular Session**

N/A at this time on the agenda.

**F. Opportunity for Audience to Comment**

N/A

**II. Business Agenda**

**A. Finance Report – C. Carroll, Business Office Coordinator**

This report was given in Executive Session.

**B. Human Resources Report – Joanne Andrews, Human Resources Coordinator**

We brought back Fred Slemon for 2 ½ days a week to assist the Management Team with some of the daily operations, act as a liaison to Mrs. Gailliard-Garrick and bridge the gap for any projects that need to get done. The Board was very appreciative to Mr. Slemon for coming back and stepping up to the plate during this difficult time for the Davies community.

### III. Informational Time/Program Update

#### A. Director's Report

##### 1) Davies Teachers' Association

No representation present.

##### 2) Davies Teacher Assistants' Association

No representation present.

##### 3) Work-based Learning Policy – *Gerry Manning, Supervisor of Technical Instruction*

We are living the document right now. It seems to be moving along pretty well. There are some students involved in the alternative work-based learning project because they were not eligible for a work-based learning experience or they were not able to secure a co-op opportunity. We have been doing work-based learning for quite a while now. This is the first year we are formalizing it and making it a requirement. Last year we were at 50% of our seniors going out; we are up to 60% as of about a month ago and more students have gone out since then. By the time all is said and done, we will be up to 70%.

Mr. Burns asked if the 50 hours is a good number. Maybe there should be a provision added in the policy that says that you will look at the results and update the policy as you find out what is working and what isn't working. There is a lot in the policy. It's good but there is a lot. Mr. Manning said the 50 hours was a compromise. We initially had 60 hours of internship and 150 hours of co-op and after discussions with the teachers, we compromised that it would be 50 hours until RIDE comes up with something more definitive statewide and then we can make adjustments at that point. Even after the 50 hours, we are doing much more than any of the other centers are doing.

Mrs. Kyle asked if he looked at best practices even outside of RI. He did look at Massachusetts and they seem to be more focused on the work-based learning side of things than certifications. They have a little bit more in terms of hours than we do. He is not sure what they do nationally. Mrs. Kyle added that our policy is very comprehensive, great job, and the caveat is that we will continue to assess, look at any best practices that may exist and we may have to go back and look at that 50-hour requirement to see if it is really adequate.

What is the difference between internships and co-op? They are both under the umbrella of Work-Based Learning with internships being a non-paid experience and co-op is paid. Dr. Segovis would like to see a national statistic; what are the norms and what are the best practices, nationally? Then aim for that to set the bar.

Co-op is one-time experience in the students' high school career and 50-hours is the minimum requirement because some have gone well beyond that. Many students have done over 100 hours. We established 50 so they can at least get out there and get their feet wet.

Mr. Gemma asked if it was possible to interview both the students and the employers to see what some of the challenges are so we can sit down as a board and maybe recommend to the school what we should be doing. Our School-to-Career Office actually works with the employers and the students in that regard and we should easily get some data on that. If we could talk to them and get their feedback on what we need to do as a board, maybe we could help the students. Isn't the number one challenge across all the programs, getting placements? Yes, also transportation. It is getting better because our teachers also talk to the employers. School-to-Career works in conjunction with the tech teachers and the students. Sometimes the students find their own placements and they go through the School-to-Career Office to make sure all the paperwork is done. What if they can't find one? If S-T-C, the teacher, and the student can't find a placement, then they will do an alternate assignment for 100% credit. How often does that

happen? There is a couple here or there that take place, but for the most part, if they are eligible, they find a placement. The premise is to let them get some experience, but it isn't a substitution for certification.

*Mrs. Kyle asked for a motion to approve the Work-Based Learning Policy. Mr. Burns made the motion to approve the Work-Based Learning Policy; Dr. Segovis seconded the motion; and all were in favor. Motion carried.*

Mrs. Kyle wants to keep track of the program; come back to another meeting to keep the conversation going and to see what the best practices are. Mr. Marquis suggested having someone from the office who works with the students to come to a meeting and talk about the methodologies that they use and give us a background from his/her perspective. Mr. Gemma also thought it would be good to have the state come in and accredit the hours that could go towards a license. Mrs. Kyle would like someone from the School-to-Career Office to give the board a presentation, really just open dialogue.

**4) Update: Center for Advanced Manufacturing (CAM) —Cheryl Carroll, Business Office Coord.**

The Center for Advanced Manufacturing relates to the infusion that is being proposed from the Governor's FY18 budget of 3.65 million to become the statewide center of excellence for the four shops: Electrical, Pre-Engineering, Machine and Bio-manufacturing. This has taken on a 2-prong life. One of them involved a \$200,000 P-Tech grant application (now approved) that was put forth to the Commerce Corporation that will fund a one to two-year, dependent upon the salary and benefit costs, a supervisor/leader position for the center. We went before the Commerce Corporation, Mr. Burns joined Mr. Manning and Ms. Carroll. The Governor chairs the committee; she made a motion to approve the application and we walked away with that grant. The grant agreement is being drawn up by Commerce. Beyond the one or two year point, Davies will have to absorb and build into our next budget request the money to keep that position going on a go-forward basis.

The second prong is, going back to the 3.65 million, we have to wait until June to see if that budget is passed or cut in any way. In alignment to that, we have already been putting into motion a bid which is under review because it closed on March 4<sup>th</sup>, for A&E firms that will do the actual designing of the construction upgrades needed in two of those four shop areas. The old Carpentry shop will be the new house for Machining and Machining's old space will be the new house for Bio-manufacturing. Each involves some modifications, upgrades, bringing up to code, making what was a carpentry area be an OSHA compliant, code compliant machining area. To do that we need the proper engineers to design the construction, ventilating, etc. The bids are under review and hopefully we will have an A&E award very soon. Why are we doing this now before we know if we have the money is because we need to hit the ground and run as soon as that 3.65 is available and have a design in place in time for the construction bid spec to be put out on the street July 1<sup>st</sup>. This is a two or three month long process just to design the space.

Mr. Marquis said "congratulations on getting the \$200,000 and Mrs. Kyle thanked Mr. Burns for representing the Board. Ms. Carroll said that Mr. Dan Sutton did a real nice job as well.

**5) Update: Master Plan – Conceptual Design —Cheryl Carroll, Business Office Coord.**

Based on the 4-day workshops run by Jacobs Engineering, this is the last leg needed at this time to sew up our Master Plan, to hopefully end up in the very near future, with a budget placeholder to begin to phase in a major, overall renovation of this building. The conceptual design is a flow from a continuation from the educational planner's work. Bids have come in for that and she got approval from Purchasing to issue a tentative award notification which allows her to get insurances and other documents from the low bidder. It looks like it is going to be a \$78,000 award that will hopefully be made by the end of April when they can begin drawing up 6 conceptual designs for the school based on a new build-out or an add/reno, etc. As a board, as a

school involving RIDE's school building authority, will be able to take a look at which one of those 6 options makes more sense to get a placeholder in a budget cycle or in a bond issue, whichever they propose to fund a new face-lift upgrade to the building.

Mr. Burns mentioned there was a question of whether or not the work is done in time for the budgeting. That is still an issue? "Yes," and timing is suspect right now because the Division of Purchases takes forever with bid awarding. Ms. Carroll spoke to Ahlborg Group who has been with us leading the charge in the master plan. They are prepared to, absent the conceptual designing work being done by the next late spring, RICAP cycle (RI Capital Budget) take the work that has been done so far by Jacobs, and give to us a schedule that would be a budget placeholder phase out of what they consider a low and a high range of the work that is needed for the building if the conceptals are not done.

Why six designs? When these types of projects are done, there are that many options of a myriad of the least intrusive to the most extensive work to redo a building. Ahlborg Group thought that number was the minimum that this Board should be looking at. They can run the gamut.

**6) Commissioner's RI's State of Education Address – May 8<sup>th</sup>, at Davies**

There was a meeting held on Friday with the Commissioner's chief of staff and two other folks because the Commissioner who normally delivers the address at the State House each year on the state of education, has chosen to bring it out to the field this year and Davies was the chosen site. They will use our Cafetorium and out in the Atrium will be a walkthrough of a number of showcases from schools statewide. RIDE wants to have all grade levels represented in some form Davies will have 5 tables with shop projects displayed. It seemed logical to involve the CAM shops to be the ones to display their work/projects, but Mrs. Gailliard-Garrick also wants Health Careers there as well. . Dignitaries and the press will be here. Four of our SkillsUSA students will meet and greet the guests and there will be a Q & A session after the address with the students. Very good exposure for us.

**7) Other**

N/A

**Recess to Executive Session Pursuant to R.I.G.L. 42.46-5 (A) (1) and (2) to Discuss Pending Litigation and Personnel Issues**

*At 8:35 a.m., Mrs. Kyle asked for a motion to recess into Executive Session. Mr. Burns made a motion to recess into Executive Session pursuant to R.I. G.L. 42.46-5 (A) (1) and (2) to discuss pending litigation and personnel issues. Mr. Gemma seconded the motion and all were in favor.*

**Return to Regular Session**

*At 9:14 a.m., Mrs. Kyle asked for a motion to recess back into Regular Session. The motion carried.*

*Mrs. Kyle asked for a motion to seal the minutes of the Executive Session. The motion carried.*

**IV Adjournment**

*At 9:15 a.m., Mrs. Kyle motioned to adjourn and all were in favor.*